

TECHNICAL SUPPORT PROGRAM GROUP HOME CLIENT RECORD

This tool is designed to assist facility operators to perform periodic self-assessments of their children records. It includes the most commonly required children records. It is not an exhaustive list of all children records and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation.*** Be sure that all documents are signed and complete. It is recommended that each box and / or space is marked to demonstrate that the entire form has been reviewed.

R = Reviewed

U = Updated

N/A = Not Applicable

Client Name: _____ Admission Date: _____

Review Date									Expires/ Update Due
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Admission Agreement including admission date and Emergency Intervention Plan LIC 604									
Identification and Emergency Information LIC 601									
Physician's Report / Ambulatory Status / TB Test Results LIC 602									
Consent for Medical Treatment LIC 627B									
Needs and Services Plan / Preplacement Appraisal LIC 625 / LIC 603									
Client Cash Resources Record LIC 405									
Client Personal Property Record LIC 621									
Personal Rights LIC 613									
Immunization Record									
Centrally Stored Medication and Destruction Record LIC 622									
Documentation of any fines levied									
Removal / Discharge Procedures									
Discipline and Complaint Procedures									
Education Records									
Dental history									
Court Status & people who should not be allowed to visit									
Medical, Psychiatric, & Psychological Reports									
Telecommunications Device Notification Form LIC 9158									

Admission Agreement (LIC 604):

Due Date: Time of placement. (Within 7 days for emergency placements.)
Updates Due: When any terms of the agreement change.

Identification and Emergency Information (LIC 601): *

Due Date: Time of admission.
Updates Due: When any information on the form changes.

Physician's Report with Ambulatory Status and TB Test Results (LIC 602):

Due Date: Prior to or within 30 days of admission.
Updates Due: When there are significant changes in the client's health that could affect his / her needs and services or continued placement.

Consent for Medical Treatment (LIC 627): *

Due Date: Time of placement.
Updates Due: If there is a change of authorized representative.

Needs and Services Plan/Preplacement Appraisal (LIC 603 / LIC 625):

Due Date: Prior to placement. (Note: not required for emergency placements of less than seven days.)
Updates Due: At least every six months.

Client Cash Resources Record (LIC 405):

Due Date: Upon receipt of any client cash.
Updates Due: Upon receipt or disbursement of any client cash.

Client Personal Property Record (LIC 621):

Due Date: Time of admission.
Updates Due: When client property is added or removed.

Personal Rights (LIC 613):

Due Date: Time of admission.
Updates Due: None.

Immunization Record:

Due Date: Time of admission.
Updates Due: When new immunizations or boosters are given.

Centrally Stored Medication and Destruction Record (LIC 622):

Due Date: Upon receipt of any prescription medication for clients.
Updates Due: When new medications/refills arrive, or when medications are destroyed.

Documentation of any fines levied:

Due Date: Time of admission.
Updates Due: When fines are levied.

Removal / Discharge Procedures, Discipline / Complaint Procedures:

Due Date: Time of admission.(Note: within 7 days for emergency placements.)

Updates Due: When procedures change. Also, the reason for the child's removal or discharge, the date the authorized representative was notified, and the name, address and relationship of the person the child was released to.

Education Records: *

Due Date: Time of admission.

Updates Due: As records are updated by the school.

Dental History: *

Due Date: Time of admission.

Updates Due: When the child has dental appointments.

Court Status: *

Due Date: Time of placement. Includes copies of custody order and agreement with legal custodians of children.

Updates Due: Upon any change in court status.

Out of County Placement Documentation:

Due Date: Time of placement. For out of county 602's only.

Updates Due: None.

Medical, Psychiatric, and Psychological Reports: *

Due Date: Time of placement. For children diagnosed as mentally disordered or developmentally disabled.

Updates Due: As new reports are done.

Telecommunications Device Notification Form (LIC 9158):

Due Date: At time of admission for all clients.

Updates Due: None

*For nonemergency placements when information is not available at time of placement, see Section 84068.1(b)(1)(A)(B) and (C).

For emergency placement requirements, see Section 84068.1(c)(2) and (4)(A)(B).